



## WDFW Grants to Licensed Washington Wildlife Rehabilitators

RCW 77.12.467

### FY 2015-2017 Application Guidelines

**Funding period:** Two-year term: July 1, 2015 – June 30, 2017

**Application Deadline: February 1, 2015**

**Available funding: ESTIMATED \$105,000.00.**

#### Legislative Authority and Funding

This program is governed by **RCW 77.12.467**. The amount of funding for this grant is determined by the availability of Personalized License Plate funds and is dependent upon the Legislature and Governor's Office budget actions for the 2015-2017 biennial budget in the upcoming 2015 Legislative Session and is subject to change upon final appropriation.

The State of Washington acts as a "grantor" for all RCW 77.12.467 awards; grant is administered by the Washington Department of Fish and Wildlife. The successful applicant becomes the "grantee."

**Direct Application** – No Letter of Inquiry required for initial contact

#### Project Criteria

- Applicant must be Washington state licensed in wildlife rehabilitation and federally permitted if working with migratory birds and threatened and endangered species;
- Criminal background check required if not submitted for the last biennium (2013-2015); finger printing required if not already submitted for a previous WDFW Wildlife Rehabilitators Grant (see <http://www.wsp.wa.gov/crime/crimhist.htm>)
- Facility inspection may be required; if applicant received a 2013-2015 WDFW Wildlife Rehabilitators Grant for facility construction or improvement, an approved inspection is required
- No matching funds required;
- Annual Report is due at the end of the first fiscal year (June 30); Final Report due at end of grant the period (June 30 of the second year); if no Annual or Final Report was received for a previous WDFW Grant to Wildlife Rehabilitators, the applicant is automatically disqualified from this grant cycle;
- Permitted expenditures: Diagnostic and lab support services; veterinary services; purchase and maintenance of proper restraints and equipment for capture, transportation, animal housing while at the facility; release expenditures; wildlife food, medication and other consumables; continuing education, travel expenses; education and outreach products (such as handouts); other approved equipment and supplies;
- High Priority: Treatment of Endangered and Threatened species;
- Partial funding may be awarded;
- All projects are funded on a cost reimbursement basis only, including conference registration and travel expenses; grantees are responsible for paying up front for their purchases of goods and services identified in their project budget; invoices marked PAID IN FULL or with a \$0 balance must be submitted to WDFW through the grantee.

#### General Policies

- The outcome of a project must be available to the public;
- Successful applicants will be required to sign a contract that describes the range of activities supported by the grant;
- Only costs incurred during the period specified in the grant contract will be reimbursed;
- Grantees are required to follow WDFW and State purchasing rules;
- When calculating travel budgets, use the current state mileage reimbursement rate for private vehicle use of **\$0.56** per mile as of 10/01/2014. State travel rates are subject to change; current reimbursement rates for per diem can be found on the Office of Financial Management website: [www.ofm.wa.gov/resources](http://www.ofm.wa.gov/resources), click Travel.
- Purchases made under terms of these grants are subject to Washington State Sales Tax.

- In the event no sales tax is levied against a purchase, WDFW may be required to apply a Use Tax, which is equivalent to the Sales Tax, and pay it to the State Treasurer.
- The individual/organization applying for funds will be responsible for the management of the project if a grant is awarded; project management by other parties is not allowed.

## Restrictions

- Funds may not be used for salaries and wages of facility personnel;
- The Grants to Wildlife Rehabilitators provides monetary support on a cost reimbursement basis only;
- **Restricted species:** Funds may not be used to purchase equipment for or directly treat or rehabilitate non-native species, feral domestic animals, or nuisance animals including, but not limited to the following: Eastern gray squirrels (*Sciurus carolinensis*); opossum (*Didelphis virginiana*); raccoons (*Procyon lotor*); striped skunk (*Mephitis mephitis*); spotted skunk (*Spilogale putorius*); Eastern cottontail rabbit (*Sylvilagus floridanus*); domestic rabbit (*Oryctolagus cuniculus*); European starling (*Sturnus vulgaris*); rock dove (feral pigeon) (*Columba livia*), and house sparrow (*Passer domesticus*);
- No restricted species may be housed in enclosures purchased or built with this grant; general maintenance and upgrade of the facility is acceptable if number of native and listed species benefited is satisfactorily demonstrated in application and **proof of separation of restricted species is adequate**; food and medication purchased with these grant funds may not be used for the above restricted species;
- **Recipients:** Licensed Washington State Wildlife Rehabilitators only; **not** restricted to 501(c)(3) tax exempt non-profits; limit of up to 4 facilities per **each** WDFW Administrative Regions per Biennial cycle;
- **Geographic region:** Washington State;
- Only one application each per rehabilitation facility per state fiscal biennium regardless of the number of licensed wildlife rehabilitators at that facility.

## 2015-2017 Biennium Application Target Timeline, Review, and Award Process

### Application opens immediately

### Submission deadline February 1, 2015

1. February 1, 2015 – February 28, 2015: Application review: Applications distributed to WDFW internal review committee, applications ranked;
2. March 1-5, 2015: Applications sent to outside reviewers;
3. March 5, 2015 – March 31, 2015: Outside reviewers review and rank applications and submit recommendations for funding of short list;
4. April 1, 2015 – April 20, 2015 - WDFW evaluates outside review recommendations and decides on amount of awards;
5. April 25, 2015: WDFW Grant Manager issues final award notice to internal review committee for approval;
6. May 1, 2015 – May 15, 2015: Notification to applicants of successful or unsuccessful applications and the need for facility inspection;
7. May 20, 2015 – Begin scheduling facility inspections;
8. July 5, 2015: WDFW issues award letter to applicants with approved facility inspections;
9. August 15, 2015: Target date for contract finalization; you must returned a signed copy of your contract to the Contracts Officer before your contract can be finalized.

## Grantee Responsibilities and Deadlines

1. Quarterly Reports due October 1, January 1, and April 1;
2. June 30, 2016: **Annual Report due**
3. June 30, 2017: **Final Report due** - End of Biennium. Project completion, all money must be spent;
4. July 5, 2017: Requests for reimbursements with completed Form A-19's, receipts, and invoices due to WDFW Grant Manager;

## Application Notes and Guidelines

- Please be brief and concise on your application.
- Provide photographs of your facility. Video tapes or DVD's **not** accepted;
- Please be realistic and specific in your grant application amount. Applicants may be considered for partial funding, however, there is no cap on the amount for which you may apply except the total funding available in the biennium.
- **Incomplete applications will not be accepted.** Please provide materials for and/or answers to ALL questions with particular attention to budget and time line.

- If you are applying for a general facilities upgrade you must be able to prove that restricted species will not be housed in these facilities.
- Applications will be evaluated with the knowledge that some wildlife rehabilitation facilities are larger than others; applications will be assessed taking into consideration the size and nature of the facility.
- All applicants will be notified whether successful or unsuccessful. Unsuccessful applicants are encouraged to apply the next state fiscal biennium.
- **Continuing Education** funding – you must show specific classes for which you are applying; no funding will be awarded for general continuing education.
- When applying for Travel, point-to-point miles must be estimated or documented, for example X miles to the vet; 20 times/year x \$0.56 or show mileage from previous years' records.
- **Out-of-State travel** requires a Travel Authorization Form which will be provided upon contract signature.
- **Reimbursement Forms:** A Travel Expense Voucher is required for travel expense reimbursement; A-19 Forms are required for all other expense reimbursements plus the paid-in-full receipts. Both forms will be supplied to you upon contract signature.
- **ANNUAL/FINAL REPORTS:** We must have received your Annual and Final Report from the past biennium before you will be awarded the grant, even if you submitted a successful grant application for this biennium.

**If you have any questions, please contact:**

Patricia Thompson  
Wildlife Rehabilitation Manager  
Grant Manager  
425-379-2302; [patricia.thompson@dfw.wa.gov](mailto:patricia.thompson@dfw.wa.gov)

Thank you for applying for the WDFW Wildlife Rehabilitator Grant.